General Revenue Advance Request Form and Instructions

	PK	Account	CC	BA	Fund	Amount	Order/WBS	General Revenue Advance Request Instructions
1	50	1100001005		0610	AGA0000	1,000.00		Enter BA, Fund & Cash Amount from General Revenue
2	40	1100001006		1111	ABC0000	1,000.00		Enter BA, Fund & Cash Amount to incoming fund
3	40	6061004000	383359	0610	AGA0000	1,000.00		Enter Cost Center, BA, Fund & amount from General Revenue
4	50	6060004000	999999	1111	ABC0000	1,000.00		Enter Cost Center, BA, Fund, amount to incoming fund

Agency: Enter the Agency Name here
BA: Enter the 4-digit agency # here
Contact: Enter the contact person for any questions
Ph #:   Enter the contact's phone number
Email: Enter the contact's email, if any
Reason: Enter legal reason for transfer (ACA cite; current act; other)

Download & Save this entire Excel Spreadsheet to your PC
Enter the information for each correction
Save & name each Receipt Correction using the Doc #
Email to:
catherine.hickerson@dfa.state.ar.us

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